



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

REQUEST FOR BIDS FOR CONSTRUCTION SERVICES TWO-STAGE BIDDING PROCESS

Stage I Single Project

August 15, 2005

HVAC SYSTEM UPGRADE CEDAR CITY COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

DFCM Project No. 05017150

WHW ENGINEERING

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The Stage II Bidding Documents are not included in this document; however, the following table of contents from the Stage II Bidding Document is shown to provide contractors with an overview of key Stage II requirements.

Stage II Bidding Process
Stage II Project Schedule
Bid Form
Bid Bond Form
Contractor's Sublist Form
Fugitive Dust Plan
Contractor's Agreement
Performance Bond
Payment Bond
Change Order Form
Certificate of Substantial Completion

Current copies of the following documents are hereby made part of these contract documents by reference. These documents are available on the DFCM web site at <http://dfcm.utah.gov> or are available upon request from DFCM.

DFCM General Conditions dated May 25, 2005
DFCM Application and Certificate of Payment dated May 25, 2005

Technical Specifications & Drawings

The Agreement and General Conditions dated May 25, 2005 have been updated from versions that were formally adopted and in use prior to this date. The changes made to the General Conditions are identified in a document entitled Revisions to General Conditions that is available on DFCM's web site at <http://dfcm.utah.gov>

NOTICE TO CONTRACTORS

The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting bids for the following project:

HVAC SYSTEM UPGRADE – CEDAR CITY COURTS
ADMINISTRATIVE OFFICE OF THE COURTS – CEDAR CITY, UTAH
DFCM PROJECT NO. 05017150

Replace eight indoor AHUs and condensers, replace one rooftop unit, add two new rooftop units, and remove solar furnace system. Construction Cost Estimate: \$160,000.00

DFCM is entering into a Two-Stage Bidding Process for contractors. Stage I will involve the short listing of contractors based on the selection criteria outlined in the bidding documents. During Stage II, short-listed contractors will be invited to submit bids on the project described above.

The Stage I bidding documents, including the short-listing requirements and schedule, will be available on Monday, August 15, 2005 on the DFCM web page at <http://dfcm.utah.gov> and from DFCM, at 4110 State Office Building, Salt Lake City, Utah 84114, telephone (801)538-3018. For questions regarding this project, please contact: Jeff Reddoor, DFCM, at (801) 971-9830. No others are to be contacted regarding this project.

The procurement shall be under the Two-Stage Bidding method. A non-mandatory pre-submittal meeting will be held at 10:00 AM on Thursday, August 25, 2005 at the Cedar City Courts, 40 North 100 East, Cedar City, Utah. All bidders are encouraged to attend this meeting.

Submittal dates for the required Statements of Qualifications, Project Management Approach, and List of References (if required) are identified on the project schedule included in the Stage I bidding documents.

All contractors shall comply with and require all of their subcontractors to comply with the license laws as required by the State of Utah.

When bidding on each individual project during Stage II, short-listed contractors must submit a Bid Bond in the amount of five percent (5%) of the bid amount, made payable to the Division of Facilities Construction and Management on DFCM's bid bond form. A Bid Bond must accompany each bid.

The Division of Facilities Construction & Management reserves the right to reject any or all submittals/bids or to waive any formality or technicality in any submittal/bid in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
MARLA WORKMAN, CONTRACT COORDINATOR
4110 State Office Bldg., Salt Lake City, Utah 84114
Telephone: (801) 538-3260

DESCRIPTION OF WORK

The project consists of :

- Removal of nine indoor AHUs and related condensers.
- Replacement of eight new AHUs with condensers
- Removal of one rooftop unit and replacement.
- Addition of two new rooftop units.
- Elimination of existing solar furnace system and insulation of solar panels.
- Electrical work consistent with this type of HVAC replacement.

STAGE I BIDDING PROCESS (Short-Listing)

Stage I will involve the short-listing of contractors based on the selection criteria outlined in this document.

1. Stage I Bidding Documents

The Stage I bidding documents consist of all of the documents listed in the Table of Contents and all said documents are incorporated in this document by reference.

2. Availability of Documents

Bidding documents are available free of charge at the locations stated on the Schedule. The bidding documents are also available at DFCM's internet web site at <http://dfcm.utah.gov> .

3. Contact Information

Except as authorized by the DFCM Representative or as otherwise stated in the bidding documents or the pre-submittal meeting, communication during the Two-Stage Bidding Process shall be directed to the specified DFCM's Representative. In order to maintain the fair and equitable treatment of everyone, contractors shall not unduly contact or offer gifts or gratuities to DFCM, any Board, officer, employee or agent of the State of Utah, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the bidding documents are issued as the project is developed, and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification from the Two-Stage Bidding Process. Contractors should be aware that selection committee members will be required to certify that they have not been contacted by any of the contractors in an attempt to influence the selection process.

4. Requests for Information

All requests for information regarding this Two-Stage Bidding Process shall be in writing and directed to:

Jeff Reddoor
Division of Facilities Construction and Management
4110 State Office Building
Salt Lake City, Utah 84114
E-mail: jreddoor@utah.gov
Phone: (801) 971-9830
Facsimile: (801) 538-3267

5. Schedule

The Schedule lists the important events, dates, times and locations of meetings and submittals that must be met by the contractor.

6. Pre-Submittal Meeting

A pre-submittal meeting will be held on the date and time and at the location listed on the Stage I schedule. During the meeting, a presentation will be made on the Two-Stage Bidding Process, scope of work and schedule. Firms desiring additional information about the short-listing process or proposed projects may ask questions at this meeting. Attendance at this meeting is not mandatory.

7. Submittal Due Dates and Times

All required submittals must be delivered to, and received by, the Division of Facilities Construction and Management previous to the date and time indicated in the Schedule. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the contractor is responsible for ensuring that delivery will be made directly to the required location prior to the deadline. It is your responsibility to allow for the time needed to park on Capitol Hill as recent construction activity has made the parking more difficult. Identification is required to enter the building.

8. Last Day to Submit Questions

Questions must be submitted in writing to the DFCM project manager by the deadline listed on the project schedule.

9. Addendum

All clarifications will be in writing and issued as addenda to the Request for Submittals. The addenda or notice of the addendum will be posted on DFCM's web site and will be available at DFCM's office: 4110 State Office Bldg, SLC, UT. Contractors are responsible for obtaining and responding to information contained in the addenda. Any addenda issued prior to the submittal deadline shall become part of the Two-Stage Bidding Process and any information required shall be included in the contractor's submittal.

10. Past Performance and References

On each DFCM project, DFCM will evaluate the performance of the contractor. This evaluation may include comments from the user. The contractor will have an opportunity to review and comment on the evaluation. Evaluations, including the contractor's comments, for relevant DFCM projects completed in the previous 5 years will be provided to the selection committee for their consideration in evaluating past performance.

If the contractor has not completed at least three DFCM projects in the last 5 years, the contractor shall provide one copy of a list of references on additional similar projects for a total of 5 projects. The reference list shall include the following information:

Phone Number:	Phone number of the contact we will be surveying.
User Name:	Name of the Company / Institution that purchased the construction work.
Project Name:	Name of the project.
Date Completed:	Date of when the work was completed.
Address:	Street, city and state where the work was performed.
Size:	Size of project in dollars.
Duration:	Duration of the project / construction in months.
Type:	Type of the project (i.e.: School, Offices, Warehouse, etc.)

11. Bid Bond Requirements

A bid bond, in the amount of five percent (5%) of the bid amount, made payable to the Division of Facilities Construction and Management, shall be required to accompany all bids from short-listed firms during Stage II. THE BID BOND MUST BE ON THE BID BOND FORM PROVIDED IN THE PROCUREMENT DOCUMENTS IN ORDER TO BE CONSIDERED AN ACCEPTABLE BID.

If the bid bond security is submitted on a form other than DFCM's required bid bond form, and the bid security meets all other legal requirements, the contractor will be allowed to provide an acceptable bid bond by the close of business on the next business day following notification by DFCM of submission of a defective bid bond security.

12. Statements of Qualifications

The contractor shall provide four (4) copies of the statements of qualifications by the time indicated on the Schedule. The statement of qualifications is a short document that indicates the experience, skill level, and qualifications of the firm, the team, project managers and site superintendents. It should include information on similar projects that have been completed by the firm, the team, project

managers and site superintendents. Include areas of expertise and special qualifications of the firm, the team, project managers and site superintendents. Firms must document that they have a history of successfully completing projects on time and within the budget. The statement of qualifications document should be concise (**limit 2 pages**) yet contain sufficient information for evaluation by the selection committee.

13. Project Management Approach

The contractor shall provide four (4) copies of a document describing their overall approach to project management by the time indicated on the Schedule. The document should contain the following information: (a) the contractor's basic approach (philosophy) to project management; (b) the contractor's plan for selecting subcontractors – address how critical subcontractors are selected and how they will be managed; (c) how teams will be organized and work together to accomplish projects – document who is in charge of the project, who will be the point of contact, who has decision making authority, etc.; (d) show examples of previous (similar) projects that the team has accomplished; (e) describe the contractor's general approach to security and safety; (f) Review the firm's existing workload and capacity to add additional projects; and (g) any other pertinent information that will enable the selection committee to evaluate the quality of the contractor's approach to project management. The project management approach document should also include an organization chart of key project personnel and their duties. The project management approach document should be concise (**limit 2 pages**) yet contain sufficient information for evaluation by the selection committee. NOTE: The organization chart is a separate document and is not counted as one of the two pages.

14. Selection Committee

The three (3) member Selection Committee will evaluate and score each firm. Committee members may include individuals from the Utah State Building Board, DFCM, the state agencies, institutions of higher education, representatives from the design and construction disciplines, and others deemed appropriate by the DFCM.

15. Interviews.

If interviews are required, firms will be notified of the date and time of their interview. Otherwise, the selection committee reserves the right to short-list firms based on the printed submittals, i.e. past performance ratings/references, statement of qualifications and project management approach.

If necessary, interviews will be conducted with all responsive and responsible contractors. Firms that are late or do not appear for the interview may be disqualified by the committee. The evaluation will be made using the selection criteria noted in this document. Information provided by the past

performance/references, project management approach, statement of qualifications and the interview will be evaluated using the selection criteria as the basis for the selection. The purpose of the interview is to allow contractors an opportunity to present their qualifications, discuss past performance and describe their project management approach. It will also provide an opportunity for the selection committee to ask questions and seek clarification pertaining to the contractor's performance rating, references, project management approach and qualifications.

Firms may elect to have management personnel, project managers and superintendents in attendance. The project manager is the contractor's representative who will be in daily control of the construction site. The project manager has overall job authority, will be in attendance at all job meetings, and is authorized by the contractor to negotiate and sign any and all change orders in the field, if necessary. Attendance of other subcontractors is at the discretion of the contractor.

The method of presentation is at the discretion of the contractor. The interviews will be held on the date and at the place specified in the Stage I Schedule.

16. Selection Criteria

The following criteria and weighting will be used in evaluating each of the firms. The selection committee will consider all criteria in performing a comprehensive evaluation of each firm. Each firm will be given a score by each selection committee member in each of the categories listed below.

A. DFCM Past Performance Rating. The committee will evaluate the firms past performance by reviewing evaluations performed on DFCM projects. If DFCM does not have evaluations on at least three DFCM projects in the previous five years, the committee will also consider the results of references on similar projects that are provided by the firm.

Possible Points: 50

B. Qualifications. Based on the statements of qualifications and the interview, the selection committee shall evaluate the qualifications (expertise, skill level, experience) of the contractor and/or the contractor's team. Emphasis will be given to the project managers, and the superintendents that will be assigned to DFCM projects. Firms will be evaluated on their history of successfully completing projects on time and within the budget.

Possible Points: 30

C. Project Management Approach. Based on the information provided in the project management approach document, plus information presented during the interview, the selection committee shall evaluate the overall strength of each contractor's approach to project management. Items of interest include: (a) the contractor's basic approach (philosophy) to project management; (b) the contractor's plan for selecting subcontractors – how critical subcontractors will be selected and

how they will be managed; (c) how the team will be organized and work together to accomplish the projects – who is in charge of the project, who will be the point of contract, who has decision making authority, etc.; (d) examples of previous (similar) projects that the team has accomplished; (e) the contractor's general approach to security and safety; (f) contractor's existing workload and their capacity to add additional projects; and (g) any other pertinent information that will enable the Selection Committee to evaluate the quality of the contractor's project management approach.

Possible Points: 20

TOTAL POINTS = 100 POINTS

MINIMUM POINTS REQUIRED FOR SHORT-LISTING = 80

17. Short-Listing

Firms achieving a **total score of 80 or greater** by the Selection Committee will be short-listed and proceed to Stage II.

Only contractors short-listed during Stage I will be allowed to submit bids in Stage II. During Stage II, short-listed contractors will be invited to bids on the project described in this document. The final contractor selection will be based on low bid as provided in the Stage II documents.

Individual contractors or alliances between two or more contractors are allowed in this process. However, the State will contract with only one legal entity. Contractors must be licensed by the State of Utah and comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.



Division of Facilities Construction and Management

PROJECT SCHEDULE

STAGE I - TWO STAGE BIDDING PROCESS

PROJECT NAME:		HVAC SYSTEM UPGRADE – CEDAR CITY COURTS		
DFCM PROJECT NO.		ADMINISTRATIVE OFFICE OF THE COURTS, CEDAR CITY, UTAH		
		05017150		
Event	Day	Date	Time	Place
Advertisement Placed	Sunday	August 14, 2005		Multi-Media
Stage I Document Available	Monday	August 15, 2005	8:30 AM	DFCM, 4110 State Office Bldg, SLC, UT and DFCM web site*
Pre-Submittal Meeting	Thursday	August 25, 2005	10:00 AM	Cedar City Courts 40 N 100 E Cedar City, UT
Questions (In Writing)	Friday	August 26, 2005	4:00 PM	DFCM, 4110 State Office Bldg, SLC, UT
Final Addendum	Monday	August 29, 2005	4:00 PM	DFCM, 4110 State Office Bldg, SLC, UT or DFCM web site*
Statements of Qualifications, Project Management Approach & List of References--If needed per paragraph 10 under Stage I Bidding Process	Tuesday	September 6, 2005	12:00 Noon	DFCM, 4110 State Office Bldg, SLC, UT
Interviews & Short Listing by Selection Committee (if needed)	Monday	September 12, 2005	To Be Announced	DFCM, 4110 State Office Bldg, SLC, UT
Short-List Announcement	ASAP			
Stage II Bidding Documents Available	Wednesday	September 14, 2005	10:00 AM	DFCM, 4110 State Office Bldg, SLC, UT and DFCM web site*
MANDATORY Pre-Bid Site Meeting	Friday	September 16, 2005	10:00 AM	Cedar City Courts 40 N 100 E Cedar City, UT
Last Day To Submit Questions	Tuesday	September 20, 2005	4:00 PM	Jeff Reddoor, DFCM, 4110 State Office Bldg, SLC, UT
Final Addendum Issued	Friday	September 23, 2005	4:00 PM	DFCM, 4110 State Office Bldg, SLC, UT or DFCM web site*
Bids Due	Tuesday	September 27, 2005	3:00 PM	DFCM, 4110 State Office Bldg, SLC, UT
Subcontractors List Due	Wednesday	September 28, 2005	3:00 PM	DFCM, 4110 State Office Bldg, SLC, UT

* DFCM's web site address is <http://dfcm.utah.gov>